

Courier

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A Look Inside the Office of the County Attorney

Fairfax County has more than one million residents living in approximately 385,000 housing units, is home to more than 29,000 businesses, and employs more than 12,000 civil servants. Those large numbers translate into hundreds of civil cases and other legal matters each year for the 39 lawyers and 25 support staff who work in the Office of the County Attorney.

Led by County Attorney **David Bobzien** and three deputies, **Peter Andreoli**, **Karen Harwood** and **Pat Taves**, the office protects the county's

interests and assets by providing legal counsel and representation to the Board of Supervisors, county agencies and



The Office of the County Attorney is led by County Attorney David Bobzien (front) and the three deputy attorneys (left to right): Peter Andreoli, Karen Harwood and Pat Taves.

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Businesses Plan for Pandemic

“No one can predict the next pandemic flu outbreak, although experts agree that one may be imminent,” cautioned **Gloria Addo-Ayensu**, M.D., M.P.H., director of health for Fairfax County, during her opening remarks at the county's Pandemic Flu Business Summit held at the Government Center on Friday, May 26.

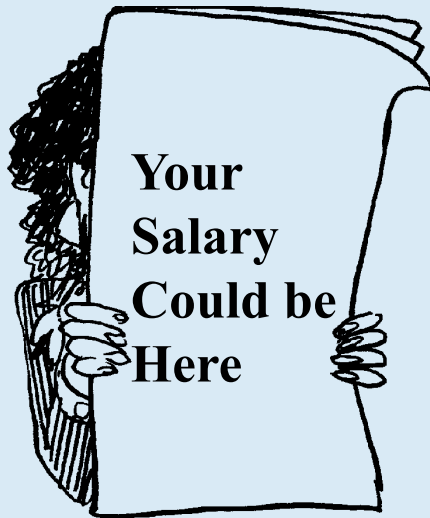
“Planning for a pandemic flu outbreak is only going to be as good as the weakest

link,” she said. “Wash your hands often, stay home when you're sick and get an annual flu vaccine to stay healthy.”

More than 200 representatives from county businesses attended the summit, the first of its kind sponsored by the Fairfax County Government. The business summit, as well as the town hall meeting held in April, is part of the county's extensive planning initiative that began in 2005.

See Pandemic, page 3

Salaries are Public Information



Information on county employees' salaries is a public record and the county is obligated by law to provide salary information, if over \$10,000 a year, to Virginia residents and members of the media who request it. County employee e-mail is also considered a public record and can be requested by the public or the media, so remember the adage, "If you don't want to see it on the front page of your local newspaper, then don't put it in your e-mail."

For more information call the Virginia Freedom of Information Advisory Council at 1-866-448-4100 (toll-free), TTY 711. ■

Attorneys, from page 1

officials. The OCA is divided into three sections: General Law, Land Use and Personnel/Administrative Law.

"We have a talented pool of attorneys with many years of experience working for Fairfax County," explained Bobzien. "They are experts in their specific areas who are very successful in closing cases favorably."

The scope of their work includes legal matters related to the transportation, finance, and zoning issues in the Dulles Metrorail project; negotiating franchise agreements with cable companies; representing county employees who are sued in connection with their jobs; and protecting wetlands along the Potomac River and other waterways, among other complex legal issues.

The General Law Section is under the direction of Harwood, a 28-year veteran of the OCA. That section's case load includes the county-funded day-laborer facility in Herndon, now in litigation, which has recently been in the national spotlight. This section also handles many tax issues, including erroneous tax assessment claims, and ensuring that taxes are paid to the county when a person or company files for bankruptcy. Other areas include animal control, elections and voting issues, procurement, emergency management planning and solid waste.

When Taves joined the OCA 26 years ago,

there were about 15 lawyers. Today he oversees the Land Use Section, which alone employs 11 lawyers and four paralegals. According to Taves, 80 percent of the cases handled by his staff involve zoning enforcement, a high priority for the Board of Supervisors for many years. This section also provides legal advice and support to the Board of Supervisors, the Planning Commission, the zoning administrator, the Department of Planning and Zoning, the Department of Public Works and Environmental Services, the Park Authority, and other agencies working with the many issues affecting the county's approximately 400 square miles of land.

Andreoli, a veteran of 28 years with the OCA, manages the Personnel Section. A critical task of six of the attorneys in the Personnel Section is the representation of county officials, employees and officers who are sued as a result of actions taken in the course of their county work. Such law suits include claims for damages from automobile accidents in the Circuit Court to allegations of federal civil rights violations in the federal courts. These attorneys also handle all legal issues relating to personnel matters. Another five attorneys in the section represent the Department of Family Services in numerous civil cases involving the abuse and neglect of children, and the abuse and exploitation of the elderly. ■

Pandemic, from page 1



Kailash Gupta (center), director of the Wastewater Treatment Division, DPWES, participates in the panel discussion on maintaining continuity of utility service.

"Fairfax County is the economic engine for this region with more people working here than in D.C.," commented Chairman **Gerald E. Connolly**. "In the event of a pandemic, we need to plan for 30 to 40 percent of our work force being unable to work. Businesses must have a continuity of business plan in place now, so that they can continue to operate during a pandemic that may last for many weeks."

"This is a very serious subject," he added. "There were recently seven reported deaths from the avian flu in Indonesia, so getting ready and being prepared is critical."

Doug Bass, coordinator of the county's Office of Emergency Management, addressed critical infrastructure planning, emphasizing that businesses should sign up for the free Community Emergency Alert Network (CEAN) provided by the county and provide information to employees which is available on many Web sites (see listing at end of story).

Business representatives had the opportunity to attend panel sessions that touched on three important components for continuity of business planning: maintaining continuity of utility service, maintaining health and food supplies and maintaining operations of public schools and child care centers.

Panel presenters included county utilities and cable companies, drug stores, hospitals, food stores and a private child care center. County agency participants included **Kailash Gupta**, Department of Public Works and

Environmental Services; **Wanda Gibson**, Department of Information Technology; **Judith Rosen**, Department of Family Services, several representatives from the Department of Health, and **Doug O'Neill**, Fairfax County Public Schools. The summit was coordinated by the county's Office of Public Affairs.

The half-day summit concluded with a presentation on legal issues by **Cheryl Falvey** from the law firm Akin, Gump, Krauss, Hauer, Feld LLP, and an overview of communication issues by **Tim Sargeant**, Washington Gas.

Interested employees can view the summit, which was aired live on the county's cable television Channel 16, when it replays this Sunday, June 11, from 8 to 11 p.m. Information about pandemic flu and the county's planning initiative can be found in the April 14 issue of *Courier* available on Infoweb at http://infoweb/Courier/2006/04_14_06.pdf.

Additional information and resources are available on the Fairfax County Pandemic Flu Web page at www.fairfaxcounty.gov/emergency/pandemicflu, the Fairfax County Health Department Web page at www.fairfaxcounty.gov/hd, the Virginia Department of Health Web site at www.vdh.state.va.us, the CDC Pandemic Flu Web page at www.cdc.gov/flu/pandemic and the official U.S. government Web site for information on pandemic flu at www.pandemicflu.gov. ■



Gloria Addo-Ayensu, M.D., M.P.H., director of health



Health Communications Specialist Kimberly Cordero (right) demonstrates proper hand-washing techniques to a summit participant.

Award Winners

Ten employees have been selected to receive the Onthank Award, the county's highest employee honor. Established in 1966, the award is in memory of Col. **A. Heath Onthank**, the first chair of the Fairfax County Civil Service Commission. The awards will be presented at the Board of Supervisors meeting on Monday, June 26 at 10 a.m. Look for more information in the July 7 issue of Courier.

The 2006 Onthank award winners are:
County:

A. Douglas Allen, master police officer,
Police Department

Thomas N. Black, master police officer,
Police Department

Barbara G. Emerson, budget analyst IV,
Department of Management and Budget

Sousan Frankeberger, park/recreation
specialist IV, Park Authority

Howard Houghton, management analyst
II, Department of Family Services

Robert A. Joy, fire technician, Fire and Res-
cue Department

Edward L. Long, Jr., deputy county execu-
tive, Office of the County Executive

Peter M. Schumann, engineer III, Depart-
ment of Public Works and Environmental
Services

School System:

Peter Coles, safety and security assistant,
Herndon High School

Awilda Perez, student information assis-
tant, Deer Park Elementary School ■

The Public Technology Institute recently announced that Fairfax County received top honors in its 2005/2006 Technology Solutions Award competition. The annual program recognizes local governments that have demonstrated how, through the use of technology, they have improved services to the community, improved internal operations or reduced costs.

The county received the top honor in the Emergency Management, Large Government category (population of 700,000 and greater) for the Community Emergency Alert Network (CEAN). The award was presented last month at the 2006 Congress for Technology Leadership in Chicago.

"Fairfax County is honored to receive this national award," said **David J. Molchany**, deputy county executive for information departments. "The CEAN is an important tool for the county in communicating to our residents during times of emergency or severe weather. And the CEAN also is a great example of collaboration among several county agencies in providing such a valuable service to county residents."

The CEAN program, managed by the Fairfax County Office of Emergency Management, is supported by both the county's Department of Information Technology and the Office of Public Affairs. ■



Several of the 2006 Courier Photo Contest winners gathered at the Government Center on Friday, May 26 to receive their award certificates, presented by Paula Harper, OPA. Twenty-eight photographs received first- through third-place awards and 29 earned honorable mention awards. To view the award-winning photos online, go to <http://infoweb/courier>

Generations Working Together

As a new generation enters the county workforce, we need to rethink how we motivate and retain workers, according to Dr. **Belle Wheelan**, former secretary of education for Virginia. "Working With Today's College Graduates" was presented by Wheelan at the Millennium Forum held last month at the Government Center.

"We've got people from every generation we've ever known in the workplace," said Wheelan, who now heads the Commission on Colleges of the Southern Association of Colleges and Schools. "How do we, as managers, get all these people together and get them moving in the same direction?"

The key to motivating the youngest employees in the workplace is understanding how their experiences and perceptions differ from those of existing staff, according to Wheelan. Using a model developed by The Learning Café, she identified four generations who must work together in Fairfax County agencies: the silent majority, baby boomers, Generation Xers and "millennials." Wheelan provided the different characteristics and expectations of each group.

The silent majority includes those born between 1933 and 1945. These individuals believe success is built on hard work, discipline and the postponement of material rewards. They value giving back to their community. This group is loyal to the organization and believes in working within the system. They appreciate public acknowledgement of their work. They are generally not techies and need support to work with new technologies. There is a belief in fairness and due process and they want to know the reasons behind management decisions.

The baby boomers, born between 1946 and 1964, make up the majority of today's workplace. "As they retire there will be a need for the largest number of replacement employees than at any other time in history," said Wheelan. The baby boomers tend to value relationships at work. They are comfortable with technology, but see it as a means to an end. Baby

boomers dislike conformity and rules. They want personal satisfaction from their jobs. In the workplace, they want the ability to redesign their jobs to provide flexibility. They are attracted to the jobs that provide meaningful experiences.

Those in Generation X came of age in less economically secure times. Born between 1965 and the early 1980s, they tend to be more output-focused and outcome-oriented. Gen Xers are concerned with pursuing a career by moving from job to job in the same organization. Those in Generation X work best if they are not micromanaged. Like the baby boomers, they respond to a flexible environment, such as telecommuting and flex hours.

The group called millennials is just beginning to enter the workplace. Born in the last 25 years, they are relationship-oriented like their baby boomer grandparents, but often these interactions are online and not face-to-face. They are also the most overprotected and scheduled generation, according to Wheelan, and they require more guidance than the Generation Xers and baby boomers before them. The millennials are also the most impatient. Since they are used to instantaneous electronic communication, they want the same kind of instant satisfaction in their work environment.

A videotape of Dr. Wheelan's presentation is available through the Employee Lending Library for Video Instructional Services at 703-324-8318, TTY 703-324-8365, or by e-mailing John.Kiefman@fairfaxcounty.gov. The next Millennium Forum is scheduled for Sept. 27. ■

-- by Pat Bangs,
Fairfax County Public Library



Dr. Belle Wheelan presented "Working With Today's College Graduates."

Focus on Benefits



Tips for Filing Flexible Spending Account Claims

If you participate in the county's flexible spending account program, following these tips for filing your medical and dependent care expenses can help you to receive a timely reimbursement.

Complete the claim form fully and print clearly.

The claim form, which is available on the county Infoweb at http://infoweb/hr/benefits/FBMC_Claim_form.pdf has three sections (A, B and C). Section A must be completed for all claims. Complete Section B for medical reimbursements and Section C for dependent care reimbursements. Remember to print clearly, make sure all sections/items are completed and sign and date the form

Attach all necessary documentation to your claim.

For medical claims, in addition to the claim form, you must submit an invoice or bill from your health care provider listing the date the service was received, the cost and specific type of service, and the person who received the service. You must also include an Explanation of Benefits for the service from your health carrier if your health plan is not an HMO. For pharmacy claims, the complete name of the drug must be included on the pharmacy receipt.

For dependent care claims, you must submit documentation showing the name, age and grade of the dependent receiving the service,

the cost of the service, the name and address of the provider, and the beginning and ending dates of the service.

For medical and dependent care claims, cancelled checks or credit card receipts are not considered valid documentation. Remember to keep copies of all documentation.

Ensure you are using the correct fax number and that all pages are transmitted.

FBMC has a dedicated fax number just for Fairfax County claims: 1-800-524-7751. When faxing claims, you should make sure that all pages are transmitted so that FBMC has all of the documentation it needs to process your claims. You should also keep a copy of your fax transmittal confirmation for your records.

Sign up for direct deposit of your reimbursements.

The process of generating and mailing a check takes time. Signing up for direct deposit of your reimbursements is easy. Simply complete the direct deposit form, available on the Infoweb at http://Infoweb/hr/benefits/Flex_direct_deposit_2006.pdf and fax the form to FBMC at 1-800-524-7751. Your reimbursements will be automatically deposited into your checking or savings account after a four-to six-week set up period. You will continue to receive reimbursement via checks during the set up period. ■

**HR Central
has benefit
information.
703-324-4900,
TTY 703-222-7314**

Examples of Over-the-Counter Medications Eligible for Medical Spending Account Reimbursement*

Drug Type	Examples
Allergy Treatment	Actifed, Benadryl, Sudafed, etc.
Antacids	Gas-X, Maalox, Rolaids, etc.
Antidiarrheal and Laxative	Ex-Lax, Pepto-Bismol, etc.
Anti-itch	Bactine, Cortaid, Calamine, etc.
Cold Remedies	Aleve Cold, Dristan, NyQuil, etc.
Contact Lens Cleaner	Boston, Opti-Free, etc.
Cough Suppressants	Robutussin, Vicks 44, etc.

Drug Type	Examples
First-Aid Supplies	Band-Aids, Medical Gloves, etc.
Internal Analgesic	Advil, Aleve, Bayer, Tylenol, etc.
Liniments	BenGay, Flexall, etc.
Motion Sickness	Dramamine, Bonine, etc.
Smoking Cessation	Nicorette, Nicoderm CQ, etc.
Toothache/Teething	Orajel, Anbesol, etc.

*Note: This is a guide only and not a comprehensive listing.

Celebrate Hispanic Heritage Month! Display Deadline is June 30

Sept. 15 through Oct. 15 is National Hispanic Heritage Month. It is an opportunity for the Fairfax County community to learn about the ethnic diversity of our workforce and to continue learning about the contributions our Hispanic community has made to this country and to the county.

The Department of Family Services Latino/Hispanic Ambassador group invites county employees to participate in this year's celebration. A display featuring the Hispanic/Latino presence in Fairfax County Government will be on display in several county buildings. The display will be shown for one week in each building during the celebration. Employees wanting to participate can:

- ◆ Submit a picture no bigger than 5" x 7" with your name, country of origin, agency and years of service. Submissions should be sent to **Rosa G. Suau**, Department of Family Services, 12011 Government Center Parkway., Fairfax, VA 22035 no later than Friday, June 30.

- ◆ Contact **Maria Elena Martinez** at 703-324-8018 to volunteer or submit ideas.

Note – DFS Latino/Hispanic Ambassador Group meetings are held the second Tuesday of each month from 11:30 a.m. to 1 p.m. For location information, contact Maria Elena Martinez at 703-324-8018, TTY 711. ■

Dell Discount for Employees

County employees are eligible to receive up to a 12 percent discount on Dell Dimension® desktops, and Inspiron® and Latitude® notebook computers. These systems can either be purchased on the Web or over the phone. You will receive an employee discount as well as any advertised promotions, which may include free shipping. The amount of your discount depends upon the system and level of service plan you purchase. Note: when purchasing from Dell online, the member discount appears after you add your system to the shopping cart.

To make a purchase by phone, call Dell at 800-695-8133 and provide the member code SS41701340 to receive your discount. Or go online to www.dell.com/ghc and input the member code as directed. ■

Tax Administration Celebrates Public Service Recognition Week

The Department of Tax Administration held a week-long series of events during last month's Public Service Recognition Week. Highlights of the week included a bake-off, picnic and food drive. All the events were organized by DTA's networking team, chaired by Business Tax Specialist **Carol King**. DTA employees collected 500 pounds of food during the food drive, in addition to \$500 in cash donations. The food drive benefited Food for Others, Northern Virginia's largest distributor of free food to people in need. ■

Fitness on Sale

Four-month and 12-month RE-Center memberships are now on sale through June 15 at a 14 percent discount. Memberships are good at all nine Fairfax County RECenters. Pass options are available for seniors, students, couples and families. Members enjoy the fitness rooms (including FitLinxx); the pools during open swim times; basketball; racquetball, squash and wallyball courts; and group exercise classes (e.g., spin, cardio kickboxing, 100 percent step). Stop by or call your local RECenter for more information on purchasing a Connect to Fitness membership for yourself, friends or family. For more information, visit www.fairfaxcounty.gov/parks/recenter.htm. ■

Take Dad on a Cruise!

The Park Authority is offering one-hour Father's Day cruises on Lake Accotink in Springfield on Sunday, June 18. The cruises leave the lake's dock at 11 a.m., 1 p.m., 3 p.m., 5 p.m., 6 p.m. and 7 p.m. The cruise includes an interpretive history of Lake Accotink Park and refreshments will be served. The boarding fees are \$3.50 for dads, \$7 for other adults, \$4 for children, and babies on laps are free. Reservations are required. For more information call 703-569-0285, TTY 711. ■

New Courier Editor

New Courier Editor **Lisa Connors** takes over for **John Nash** with this issue. Please send your story ideas and feedback to Lisa.Connors@fairfaxcounty.gov or call 703-324-3197, TTY 711. ■

The Security Access Card: Not an All-Access Pass

There have recently been reported incidents of employees lending their security access cards to others and providing access into secured areas to individuals without a security access card. The proper use and safeguarding of the security access card is essential to all employees.

Security access cards are provided to those with a business need to enter a secure area, or to enter facilities after normal business hours when facilities are closed. The card is encoded with the appropriate locations and times of the required access and entered into a security system data base under your name. From then on, each time the card is used, a record is created noting who, where and when the card was used. These records are important to ensure that only authorized individuals are entering secure areas and facilities. If an investigation is required, the data base is used to track the history of card use by the assigned individual.



The security access card should be protected like your ATM password. It should never be loaned, even to those you know, or left unsecured at any time. This includes not leaving it unattended on the desk even during normal business hours. Often times, in the interest of being polite or providing good customer service, a person will use their access card to enter an area and then hold the door open for those that follow, to include those they know. They may even be asked to hold the door open. This then becomes a breach of security, since the person(s) let in did not use their own access cards (a county photo ID is not the same thing) to enter a secure location, and may not have been authorized to enter the secure area or facility. Even more importantly, there is no record of the other person entering a secure area without the use of a security access card. And if you have lent your card, the


record shows that it was you and not the person the card was lent to that entered the secure area. So how do you handle this situation in a secure manner yet still be polite? Ask the person behind you to please use their security access card, and if they have forgotten it, they should see their security coordinator or building security office, where their access can be checked and authorized. Don't assume that the person behind you has the required access.

Remember, we are all responsible for the safeguarding of our facilities. Awareness, proper safeguarding and use of the access cards and prompt reporting of any missing or lost access cards to the security coordinator is critical for the protection of our facilities and personnel. For additional information or questions, please contact **Cindy Rubin**, county security manager, at 703-324-2308, TTY711 or at cindy.rubin@fairfaxcounty.gov. For a list of department security coordinators, please visit the FMD security Infoweb page <http://infoweb/FMD/security/>. ■

One-Stop Shopping

As part of the new Fairfax County Communication Strategy, requests for Channel 16 or FCTN production services are now reviewed on a quarterly basis. To request new Channel 16 or FCTN programs or to continue production for current Channel 16 series programs, please complete the Request for Communication Assistance form, found on the Infoweb at <http://infoweb/cex/commstrategy/resources/requestform.htm>. Be sure to complete and submit the form by

June for programs you would like to air in July, August or September. And remember, the Request for Communication Assistance form can be used to request help with all of the county's communication tools including kiosk, Web, interactive voice response systems, printed materials and mail services. For more information, contact the Communications Productions Division at 703-324-5930, TTY 711 or the Office of Public Affairs at 703-324-3187, TTY 711. ■



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